

**PART D**  
**ITV DELIVERABLES**

**PLEASE NOTE** that all Delivery Materials:

- i. are to be produced and delivered at the Producer's sole cost and are included as part of the Licence Fee, including those required for promotional purposes as set out below; and
- ii. must be delivered in accordance with ITV's General Terms and Conditions, and in particular, the Codes and Guidelines as defined therein, including but not limited to: 'ITV Programme Delivery Document' (or the equivalent of any Licensee); and, the 'ITV Publicity Guidelines' all of which are available on ITV's website.

**TABLE OF CONTENTS**

[\[1\] VIDEO DELIVERABLES](#)

[\[2\] ARTWORK & STILLs DELIVERABLES](#)

[\[3\] SPECIFIC STILLs REQUIREMENT PER GENRE](#)

[\[4\] PROGRAMME INFORMATION AND METADATA DELIVERABLES](#)

[\[5\] ACCESS SERVICES & COMPLIANCE DELIVERABLES](#)

[\[6\] SUPPORTING DOCUMENTATION](#)

[\[7\] ADDITIONAL TECHNICAL INFORMATION FOR LIVE PROGRAMMES](#)

Deliverable type	Delivery location, Contact & Reference documents
<b>[1] VIDEO DELIVERABLES</b>	
<p>TX/streaming master video media file DPP UK AS-11 standard, together with reports for:</p> <ul style="list-style-type: none"> <li>- Automated QC</li> <li>- PSE</li> <li>- Eyeball QC</li> </ul> <p>As detailed in ITV's Programme Delivery Document</p>	<p><b>Key Contact:</b> Content Operations <a href="mailto:contentoperations@itv.com">contentoperations@itv.com</a></p> <p><b>Delivery Location:</b> Content Operations Landing Pad (Aspira or Signiant)</p> <p><b>Technical Information:</b> <a href="#">How to deliver Commissioned Content to ITV</a></p>
<p>1 x 20 or 30 seconds extract clip from each episode 1 x extract clip representing the series 1 x series pre-title sequence (where applicable) Please also supply corresponding timecodes for clips. Please prefix each clip with <i>the</i> word <b>CLIP</b> followed by <b>EPISODE</b> or <b>SERIES</b> (depending on which clip it is) followed by your <b>ITV Production Number, Programme Title, Series number, episode number</b> (where applicable) and <b>version</b> of the clip. <b>eg: CLIP_EPISODE/SERIES_prod#_title_S#_(Ep#)_version#.mp4/mov</b> Broadcast quality ProRes 422 HQ.mov file, minimum HD, UHD where available. For UK Press media promotional use.</p>	<p><b>Key Contact:</b> Press &amp; Publicity <a href="mailto:itvpresscentre@itv.com">itvpresscentre@itv.com</a></p> <p><b>Delivery Location:</b> Content Operations Landing Pad (Aspira or Signiant) unless advised otherwise by an ITV Press and Publicity representative</p>

Clips must be fully cleared and pre-approved with your ITV Commissioning Editor or Press and Publicity contact and should be delivered 14 days prior to and no later than contractual delivery date.	
1 x AVCi MXF file (finished programme or WIP); or 1 x Apple Pro Res / DNX / MPEG file (WIP only) <i>upon request by ITV Creative</i>	<p><b>Key Contact:</b> ITV Creative  <a href="mailto:itvcreative-pajp-group@itv.com">itvcreative-pajp-group@itv.com</a></p> <p><b>Further Information:</b>  <a href="#">ITV Creative Guidelines</a></p> <p><b>Delivery Location:</b> <a href="#">Creative landing pad</a></p>
Send link of final programme to your Commissioning Editor on or before your contractual delivery date: 1 x time coded (BITC) online viewing copy 1 clean online viewing copy	<b>Key Contact:</b> Email to Commissioning Editor via WeTransfer or a similar delivery system.

<b>[2] ARTWORK &amp; STILL DELIVERABLES</b>	
<p><b>For all programmes, you are required to deliver:</b></p> <p><b>1 x Title/Programme logo</b> - preferably .ai Vector file or otherwise a layered psd /transparent PNG</p> <p>Please label the file with title, series number and that it is a <i>logo</i>. Please add any additional information in the case of multiple versions eg transparent/white/main titles.  <b>eg:</b>  <i>Title-Series00#-Logo-white.jpg/psd/png</i></p> <p><b>The primary font</b> - based on logo or subheading (Note: font must be fully cleared for all marketing and publicity use in perpetuity without additional payment by ITV)</p> <p>To be delivered 14 days prior to or no later than your contractual delivery date.</p>	<p><b>Key Contact for logo queries:</b>  Imagery team  <a href="mailto:imagery-production-group@itv.com">imagery-production-group@itv.com</a></p> <p><b>Delivery Location:</b>  All stills need to be delivered via our digital system - <i>ITV Producers' Portal</i> (<a href="http://producers.prd.ca.itv.com">producers.prd.ca.itv.com</a>). <b>Please contact Content Operations (<a href="mailto:contentoperations@itv.com">contentoperations@itv.com</a>) who will provide you with login details and can also assist with any queries/issues with the Producers' Portal.</b></p> <p><b>For further guidance on what we need from logos and still images:</b>  <a href="#">Photography Guidance</a></p>
<b>[2.1] GUIDANCE FOR ALL STILLS IN ALL GENRES:</b>	
<p><b>Images you provide are needed for a range of key purposes and places - on ITV's VOD services and third-party platforms, ITV channels, devices and for press print and digital use - and are therefore essential in promoting and driving viewing to your shows.</b></p> <p><b>For further guidance on what we need from logos and still images:</b>  <a href="#">Photography Guidance</a></p> <p><b>Professional photography is required.</b></p> <p><b>Please contact relevant genre picture representative (listed below) upon commission</b></p>	

<p>[2.1.1] Please ensure all rights including Copyright are cleared by the copyright owner in order to licence ITV the right to fulfil the above requirements.</p> <p>[2.1.2] All images should be pre-approved by talent as per their contract.</p>	<p><b>Key Contact for stills queries:</b> Press &amp; Publicity <a href="mailto:itvpicturedesk@itv.com">itvpicturedesk@itv.com</a></p> <p><b>Delivery Location:</b> All stills need to be delivered via our digital system - <i>ITV Producers' Portal</i> (<a href="http://producers.prd.ca.itv.com">producers.prd.ca.itv.com</a>). <b>Please contact Content Operations (<a href="mailto:contentoperations@itv.com">contentoperations@itv.com</a>) who will provide you with login details and can also assist with any queries/issues with the Producers' Portal.</b></p>
<p>[2.1.3] A final, full edit of programme stills with caption list must be delivered <u>two months prior to your contractual delivery date</u>.</p> <p>If the production schedule or any other reason is going to make this problematic, please contact your ITV Picture Publicity contact to discuss.</p> <p>[2.1.4] CAPTIONS: Please populate the fields of the link below and deliver alongside your images. Make a copy, rename with the Programme Title and the file name of the first image. <a href="#">Image Captions</a> Please email to <a href="mailto:itvpicturedesk@itv.com">itvpicturedesk@itv.com</a> or your specific Picture Publicity representative</p>	
<p>[2.1.5] <b>ITV Picture Publicity contacts</b> Please contact the relevant ITV Picture Publicity representative upon commission: <b>For Entertainment and Reality:</b> <a href="mailto:michael.taiwo1@itv.com">michael.taiwo1@itv.com</a> <b>For Drama:</b> <a href="mailto:patrick.smith@itv.com">patrick.smith@itv.com</a> <b>For Daytime, Factual and Current Affairs:</b> <a href="mailto:peter.gray@itv.com">peter.gray@itv.com</a> <b>For CITV:</b> <a href="mailto:itvpicturedesk@itv.com">itvpicturedesk@itv.com</a> <b>For all other Picture Publicity enquiries, please email:</b> <a href="mailto:itvpicturedesk@itv.com">itvpicturedesk@itv.com</a></p>	

<p>[3] <b>SPECIFIC STILLS REQUIREMENT PER GENRE</b></p> <p>For all programmes, unless otherwise agreed with your ITV Picture Publicity representative, 2 months ahead of your contractual delivery date, you are required to deliver:</p> <p>[3.a] <b>PUBLICITY STILLS – ENTERTAINMENT (including quiz) &amp; REALITY</b></p> <p>Please consult with Michael Taiwo, ITV Picture Publicity (<a href="mailto:michael.taiwo1@itv.com">michael.taiwo1@itv.com</a>) upon commission.</p> <p>Unless otherwise agreed with your ITV Picture Publicity representative you are required to deliver:</p> <p><b>Iconic/key art photography:</b></p> <ul style="list-style-type: none"> <li>● The choice of photographer commissioned to be approved by ITV Picture Publicity.</li> <li>● At least <b>1 iconic image</b> that best represents the whole series for an ITV Audience.</li> <li>● The iconic image/key art should be delivered in <b>both landscape and portrait format</b>.</li> <li>● If this image is a digital artwork then a layered file must be provided.</li> <li>● Creative concepts with briefs will be provided to and agreed with Production by ITV Picture Publicity.</li> <li>● Gallery or special shots that are generic in nature of all key Presenters/Contributors on their relevant</li> </ul>
--

sets/locations - a minimum of 10 frames per person.

- A range of set-up shots of all of the key Presenters/Contributors (single portraits and full length shots in costume and make up) against a plain background to allow later art-working - a minimum of 10 frames per person.
- Minimum digital file size 60MB uncompressed.
- TIFF and high res JPEG versions of all images are required.
- An adequate amount of time (agreed with ITV Picture Publicity) should be set aside within the shooting schedule for shooting the Iconic Image/Images, with key cast (with key cast being agreed between ITV Picture Publicity, ITV Commissioning and Production).

#### **Unit stills per episode**

- A minimum of 30 varied stills per episode
- Comprised of a selection of key moments/action points of the presenters and key contributors/contestants.
- If the Programme is a contest format then episode specific images of presenters (not featuring contestants) as well as images featuring contributors/contestants should be provided for each episode.
- To be delivered in a mix of landscape and portrait formats.
- The minimum digital file size of each image should be 45MB uncompressed.
- In order to select preferred stills, ITV shall have access to all of the original digital files. Delivery of both TIFF and high res JPEG files of all images is required.

#### **Additional photography**

- A minimum of 30 behind-the-scenes images showing key cast and production crew across all episodes.
- Artists in hair and make-up (especially if prosthetic/costume/disguise are being used).
- Clean (ie not featuring cast) back-plates of key locations/sets for later art-working.
- The minimum digital file size of each image should be 45MB uncompressed.

#### **For Reality and Quiz/Gameshow, where unit stills are not possible for every episode, please supply**

- A minimum of 5 screengrabs per episode
- Please ensure grabs relate to relevant billing for the episode
- Always capture at the highest possible resolution and capture frame with minimal blur
- Ensure image is clear of all bugs, captions, graphics

### **[3.b] PUBLICITY STILLS - DRAMA**

**Please consult with Patrick Smith, ITV Picture Publicity ([patrick.smith@itv.com](mailto:patrick.smith@itv.com)) upon commission.**

**Unless otherwise agreed with your ITV Picture Publicity representative you are required to deliver two months prior to your contractual delivery date:**

#### **Iconic/key art photography**

- At least **1 iconic image** that best represents the whole series for an ITV Audience.
- The iconic image/key art should be delivered **in both landscape and portrait format**.
- If this image is a digital artwork then a layered file must be provided.
- Creative concepts with briefs will be provided to and agreed with Production by ITV Picture Publicity.
- Gallery or special shots that are generic in nature of each character on their relevant sets/locations – a minimum of 10 frames per character.
- A range of set-up shots of all of the major characters (single portraits and full length shots in costume and make up) against a plain background to allow later art-working - a minimum of 10 frames per character. List of major characters to be approved by Commissioner/Picture Publicity.
- Minimum digital file size 60MB uncompressed.
- TIFF and high res JPEG versions of all images are required.
- An adequate amount of time (agreed with ITV Picture Publicity) should be set aside within the shooting schedule for shooting the ITV Pictures Iconic, with key cast (with key cast being agreed between ITV Picture Publicity, ITV Commissioning and Production).

#### **Unit stills per episode**

- A minimum of 30 varied stills per episode.
- Comprised of a selection of key moments/action points, characters and key relationships.

- Unit photography dates are to be chosen by ITV Picture Publicity and agreed by Production before booking the photographer.
- The choice of photographer commissioned to be approved by ITV Picture Publicity.
- Action shots should clearly display the face(s) of all main characters, individually and collectively, within settings which are significant to the storyline.
- To be delivered in a mix of landscape and portrait formats.
- The minimum digital file size of each image should be 45MB uncompressed.
- Delivery of both TIFF and high res JPEG files of all images is required.
- In order to select preferred stills, ITV shall have access to all of the original digital files throughout the production to make sure the high standards are being met. Images should be delivered to both ITV Picture Publicity and Production throughout filming by the photographer either by wettransfer or a similar delivery system.

#### **Additional photography**

- A minimum of 30 behind-the-scenes images showing key cast and production crew across all episodes.
- Artists in hair and make-up (especially for anything particularly ambitious eg prosthetics).
- Clean (i.e. not featuring cast) back-plates of key locations/sets for later art-working.
- The minimum digital file size of each image should be 45MB uncompressed.

### **[3.c] PUBLICITY STILLS - FACTUAL & CURRENT AFFAIRS**

Please consult with Peter Gray, ITV Picture Publicity ([peter.gray@itv.com](mailto:peter.gray@itv.com)) upon commission.

**Unless otherwise agreed with your ITV Picture Publicity representative you are required to deliver two months prior to the programme contractual delivery date:**

#### **Iconic photography**

- At least **1 iconic image** that best represents the whole series for an ITV Audience.
- The iconic image/key art should work in both **landscape and portrait** format.
- If this image is digital artwork, then a layered file must be provided.
- Gallery or special shots that are generic in nature of all major contributors/presenters. A minimum 8 frames per contributor/presenter.
- A range of set-up shots of all of the key presenters/contributors (single portraits and full length shots (in costume and make up where relevant)) against a plain background to allow later art-working - a minimum of 10 frames per person.
- Minimum digital file size 60MB uncompressed – images should be supplied as JPGs.
- TIFF versions may be required.

#### **Unit stills**

- The choice of photographer commissioned to be approved by ITV Picture Publicity.
- A minimum of 30 varied stills per episode.
- A selection of key moments/action points, characters, presenters and key relationships – in a mix of portrait and landscape format. Unit shots should clearly display the face(s) of all main characters and tell the story of the programme and match the billing.
- Stills should include main contributors and presenters, individually and collectively, within settings that are relevant to the show/series.
- A selection of behind-the-scenes shots - a minimum of 5.
- In order to select preferred stills, ITV shall have access to all of the original digital files.
- Minimum digital file size 45MB uncompressed.

### **[3.d] PUBLICITY STILLS: DAYTIME (excluding daily/live shows)**

Please consult with Peter Gray, ITV Picture Publicity ([peter.gray@itv.com](mailto:peter.gray@itv.com)) upon commission.

**Unless otherwise agreed with an ITV Picture Publicity representative you are required to deliver two months prior to your contractual delivery date:**

**For series:**

**Iconic photography**

- At least **1 iconic image** that best represents the whole series for an ITV Audience.
- The iconic/key art image should be delivered in both **landscape and portrait** format.
- Gallery or special shots that are generic in nature of all major characters/presenters/contributors on their relevant sets/locations – a minimum of 3 frames per character.
- Minimum digital file size 35MB uncompressed.

**Unit stills per episode:**

- A minimum of 10 varied stills per episode that include main characters/presenters/contributors within settings significant to the programme content.
- Minimum digital file size 35MB uncompressed.

**Where unit stills are absolutely not possible for every episode, please supply:**

- A minimum of 5 screengrabs per episode:
- Please ensure grabs relate to relevant billing for the episode
- Always capture at the highest possible resolution and capture frame with minimal blur
- Ensure image is clear of all bugs, captions, graphics

**[3.e] PUBLICITY STILLs: CITV**

Please contact Picture Publicity team via [itvpicturedesk@itv.com](mailto:itvpicturedesk@itv.com) upon commission.

**Unless otherwise agreed with an ITV Picture Publicity representative you are required to deliver two months prior to your contractual delivery date:**

**For series:**

**Iconic photography**

- At least **1 iconic image** that best represents the whole series for an ITV Audience.
- The iconic/key art image should be delivered in **both landscape and portrait format**.
- Gallery or special shots that are generic in nature of all major characters/presenters/contributors on their relevant sets/locations – a minimum of 3 frames per character.
- A range of set-up shots of all of the key Presenters/Contributors/Characters (single portraits and full length shots in costume and make up, in character) against a plain background to allow later art-working - a minimum of 10 frames per person.
- Minimum digital file size 35MB uncompressed.

**Unit stills per episode:**

- A minimum of 10 varied stills per episode that include main characters/presenters/contributors within settings significant to the programme content.
- Minimum digital file size 35MB uncompressed.

**For animations:**

- Minimum 10 high res grabs per episode
- High res close up grabs of key characters

**[4] PROGRAMME INFORMATION AND METADATA DELIVERABLES**

**Billings and synopses (required for ITVX and all ITV Channels) - details can also be found on *ITV Producers' Portal***

Programme name of max 30 characters (note: character count includes spaces and punctuation)  
Episode titles

**Key Contact for queries:**  
[editorialmetadata@itv.com](mailto:editorialmetadata@itv.com)

**Delivery Location:**  
All billings/synopses need to be delivered via our digital system - *ITV Producers' Portal* ([producers.prd.ca.itv.com](http://producers.prd.ca.itv.com)).

<p>Synopsis -  1) For series -  1 x 90 max characters  1 x 180 max characters  2) For Episodes -  Episode title and  1 x 90 max characters per episode  1 x 180 max characters per episode</p> <p><b>Synopsis - full story synopsis</b> (max 1000 characters to be delivered during production)</p>	<p><b>Please contact Content Operations</b>  <a href="mailto:contentoperations@itv.com">contentoperations@itv.com</a> who will provide you with login details and can also assist with any queries/issues with the Producers' Portal.</p> <p><b>For further guidance on billings/synopses for ITV:</b>  <a href="#">Synopsis/Billings Guidelines</a></p>
<p><b>Billings should be pre-approved by your ITV Commissioning Editor (and for Factual, Factual Drama and Current Affairs programmes your Compliance Lawyer or Advisor) prior to submission.</b></p> <p>Billing form required 8 weeks ahead of premiere date of content and no later than billing due date for press.</p>	

<p><b>[5] ACCESS SERVICES &amp; COMPLIANCE DELIVERABLES</b></p>	
<p><b>Materials for Access Services</b>  Scripts should be sent in a .doc format defined in the <a href="#">ITV Access Services Script Specification</a>. Please ensure the script filename is the same as the ITV Production ID, replacing / and # with dashes (-). Eg, 10-0001-0001-001 or uses the ITV version CCID if provided.</p> <p>For material delivered less than 48 hours before broadcast TX time, please supply any available supporting scripts or content that will allow the Access Services team to prepare subtitles ahead of a final transmission copy. This can include autocue scripts, song lyrics, VT inserts and/or rough cuts/edits.</p> <p>Low-res proxies with burnt-in timecode of picture locked or audio locked versions can be sent via a download link to <a href="mailto:accessservicesco-ords@itv.com">accessservicesco-ords@itv.com</a>; this will enable the team to make a start on content prior to delivery of the final version.</p> <p>Non-video files (e.g. scripts, song lyrics etc) can be emailed, clearly stating the production name and the ITV Production ID, preferably with date and time of TX</p>	<p><b>Key Contact and Delivery:</b> ITV Access Services  <a href="mailto:accessservicesco-ords@itv.com">accessservicesco-ords@itv.com</a></p> <p>For delivery timelines please see the <a href="#">Access Services - Deliverables grid</a>.</p>
<p><b>Materials for Compliance</b>  The Producer should confirm requirements with the Compliance Licensee prior to delivery of the final media file. The Compliance Licensee Lawyer or Advisor allocated to the programme/series should be provided during production with draft scripts and links to rough cuts.</p> <p>Prior to final delivery they should also receive:</p>	<p><b>Key Contact &amp; Delivery:</b> ITV Compliance  <a href="mailto:compliance@itv.com">compliance@itv.com</a></p> <p><b>Further Information:</b>  <a href="#">Compliance Guidelines   Commissioning</a></p>



a) Media Liability (E&O) insurance - copies of all paperwork confirming that ITV Plc and its subsidiaries are covered as additional insured parties in respect of ITV's broadcast and other exploitation during the Licence Period as defined in the Agreement.

b) An archive source list of third party copyright material (for Current Affairs and Factual programmes).

## [6] SUPPORTING DOCUMENTATION

**[6.1] Programme as completed documents (PasC)** - all forms, accurate and completed in full, to be submitted *on contractual delivery date of the programme* delivered via Silvermouse (as may be updated or replaced from time to time)

**PasC includes:**

**Music Cue Sheet**  
**Diamond Diversity Monitoring**  
**Copyright form**  
**Contributor form**  
**Synopses**

All information entered into the Silvermouse system shall be: (a) in accordance with ITV's Specification  
(b) in compliance with all relevant ITV and/or Silvermouse data protection and data management policies  
(c) complete, accurate and contain all required metadata

**Key Contact:** Silvermouse  
[Silvermouse](#)

Access to Silvermouse can be granted by contacting Silvermouse via e-mail to [silvermousehelpdesk@silvermouse.com](mailto:silvermousehelpdesk@silvermouse.com)

All queries and issues about programme data should be sent to [Silvermousequeries@itv.com](mailto:Silvermousequeries@itv.com).

**Delivery Location:** Silvermouse

## LEGAL AND REGULATORY DELIVERABLES

**[6.2] When we commence intention to commission discussions with you, we will present you with a *Producer Pack*, which consists of:**

- [Production Risk Questionnaire](#)
  
- **ITV Production Principles**

**[6.3] [Albert Certification](#)**

All ITV Commissions must be Albert certified.  
**On commission**, please complete your Carbon Action Plan and forward the confirmation email titled 'A carbon action plan has been started' from albert to [climateaction@itv.com](mailto:climateaction@itv.com)

**Key Contacts:** [dutyofcare.safeguarding@itv.com](mailto:dutyofcare.safeguarding@itv.com) and [healthandsafety@itv.com](mailto:healthandsafety@itv.com)

**Further Information:** [ITV Production Risk](#)

**Further information:** [ITV Social Partnership](#)

**Key Contacts:** Sam Tatlow [sam.tatlow@itv.com](mailto:sam.tatlow@itv.com) and Nahrein Kemp [nahrein.kemp@itv.com](mailto:nahrein.kemp@itv.com)

**Key Contact:** [climateaction@itv.com](mailto:climateaction@itv.com)

**Delivery Location:** [climateaction@itv.com](mailto:climateaction@itv.com)

**Further information:** [Climate Action at ITV](#)



<p>Note: please ensure Commissioner is marked as ITV</p> <p><b>On contractual delivery date</b> of your programme, please forward the albert email titled "your carbon action plan has been approved" to <a href="mailto:climateaction@itv.com">climateaction@itv.com</a></p> <p><b>[6.4] <u>Independent &amp; Regional Production Compliance Form</u></b></p> <p><b>[6.5] Third Party Residuals and Clearance Costs</b> Any Third Party Residuals and Clearance Costs must comply with <a href="#">ITV's Policy on Underlying Rights</a> and ITV's General Terms and Conditions. The Producer must inform ITV of all potential Third Party Residuals and Clearance Costs at the earliest opportunity and no later than delivery of the Programme.</p>	<p><b>Key Contact:</b> <a href="mailto:contractsandrights@itv.com">contractsandrights@itv.com</a></p>
--	---

<p><b>[7] ADDITIONAL TECHNICAL INFORMATION FOR LIVE PROGRAMMES</b> <b>(Note: Deliverables outlined in parts [1]-[6] are also required for live programmes)</b></p>	
<p>For all live programmes, contact should be made with ITV Connectivity well in advance of transmission.</p>	<p><b>Key Contact:</b> <a href="mailto:connectivity@itv.com">connectivity@itv.com</a></p>
<p>Production companies providing live programming to ITV need to ensure their production has received technical sign-off by ITV at the start of the planning process for such programme. This is to ensure the technical design and route of delivery from source to destination is technically achievable and meets ITV's expectations. Documentation for sign-off should be submitted to ITV Connectivity for processing at the production planning stage. Formal technical signoff should be received from ITV prior to entering into any contractual arrangements with third party providers and well in advance of circuits being booked. All live programmes should meet the technical requirements outlined in the document ITV Live Programme Delivery Specification.</p> <p><u>Recording of Live Programmes</u> Production companies producing live programming for ITV are contractually obligated to deliver a recording of the live programme as broadcast on file to ITV after the live transmission. The Producer should agree the contractual delivery date of this master recording with ITV Connectivity at the live programme planning stage. ITV and the Producer must agree in advance whether the Producer shall retain, rather than deliver to Content Delivery, a master recording of the Programme. This agreement should be expressly noted in the contractual paperwork.</p> <p><u>Deliverables for Live Programmes</u> 1 x AS-11 UK DPP File delivered to Content Delivery within 7 days post-TX.</p>	

**FURTHER INFORMATION AND ALL ACCOMPANYING DOCUMENTS AND FORMS CAN BE FOUND [HERE](#) ON ITV'S PRODUCERS GUIDELINES PAGE ON ITV.COM OR DO CONTACT YOUR LEGAL & BUSINESS AFFAIRS OR COMMISSIONING CONTACT WITH ANY QUERIES.**